

## **JUVENILE JUSTICE PROGRAM COORDINATOR**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs responsible professional work developing and coordinating the community service program for juvenile offenders; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assigning offenders to community service work; establishing community service sites; providing probationary supervision to a caseload of offenders; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assigns offenders to community service work as appropriate; communicates with community service site supervisors to verify hours worked and progress of offenders in community service program; documents progress of juveniles in community service.
- Works to establish community service work sites; serves as program contact for community service sites; coordinates community service trash pick or other services.
- Provides probationary supervision for a caseload of juvenile offenders; reviews court records and court orders to determine obligations of offenders; monitors compliance of offenders with court-ordered sanctions.
- Meets with juvenile offenders and their families; explains rules of probation, court-ordered sanctions, and community service program rules/regulations to offenders and their families.
- Serves as contact person and liaison for Court Services Unit, community service placement personnel and juveniles.
- Makes dispositional recommendations to the court, such as recommending community service hours; makes placement recommendations to match juveniles with community service placement sites.
- Consults with director and other officials to review status of operations and activities, reviews and resolves problems; receives advice and direction; provides recommendations.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Attends court and testifies in court as needed.
- Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares and submits reports to appropriate agencies/individuals; maintains records.
- Prepares or completes various forms, reports, correspondence, monthly progress reports, statistical reports, release of information forms, case log reports, case notes, appointment notices, show cause petitions, community service forms, invoices, or other documents.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the legal requirements governing community service work assignments; general knowledge of the rules, regulations and security procedures required concerning supervision of community service work; general knowledge of the safety precautions relating to the work involved; ability to plan, assign and oversee the work of community services workers; ability to communicate effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates and community service workers.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice, criminology or related field and some juvenile service experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.